



# *City of Lemon Grove*

## Employment Opportunity

### **Office Aide**

(Maximum 1,000 hours a year, approximately 20 hours a week, Part-Time/Temporary, No Benefits)

**Deadline: Thursday September 14, 2017 by 5:30 p.m.**

**HOURLY SALARY RANGE:**     \$10.83 - \$13.17

#### **SUMMARY**

Under the general supervision, performs general office procedures including use of office equipment, typing, filing, data entry, answering telephones, working with the public and other related duties as required

#### **TYPICAL DUTIES**

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Provide customer service to the public;
- Create memos and other correspondence;
- Answering multi line telephones;
- Provide requesting information from staff and public;;
- Assist in the maintenance of department files;
- Maintain front counter and office area;
- Coordinate the ordering of office supplies;
- Perform general clerical duties including typing, mailing, filing, copying, and maintaining records; and
- Perform related work as required.

#### **DESIRED MINIMUM QUALIFICATIONS:**

##### **EDUCATION, EXPERIENCE AND LICENSES**

Any combination equivalent to the education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- High school graduation, G. E. D. or equivalent, supplemented by course work in general office practices, typing, accounting, and data processing; and
- Two years of increasingly responsible related experience, preferably in customer service experience or governmental or municipal setting.

#### **SELECTION PROCESS**

Following a review of applications submitted, the most qualified applicants will be selected to interview for an appraisal of experiences, training and qualifications.

#### **FINAL FILING DATE**

A completed City application is required for consideration. Resumes will not be accepted in lieu of a completed application. Applications may be filed online at <http://lemongrove.ca.gov/departments/human-resources>

Applications must be received before 5:30 p.m. on Thursday September 14, 2017.

**THE CITY OF LEMON GROVE IS AN EQUAL OPPORTUNITY EMPLOYER**

The City of Lemon Grove does not discriminate on the basis of race, color, national origin, sex, religion, age marital status or disability. Should you require accommodations for testing, please advise at the time of application submittal.